

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Facility Name]  
[Facility Address]  
[City, State, Zip Code]

Dear [Facility Manager's Name or "Facility Staff"],  
I hope this message finds you well. I am writing to request availability for axe throwing at your facility for [insert date or range of dates, e.g., "Saturday, November 11th, 2023"]. We are planning a group event and would like to reserve [number of lanes or participants] for our session. Please let me know the available times and any further information regarding pricing, safety guidelines, and booking procedures. We are looking forward to an exciting experience!

Thank you for your assistance.

Best regards,

[Your Name]  
[Your Signature (if sending a hard copy)]